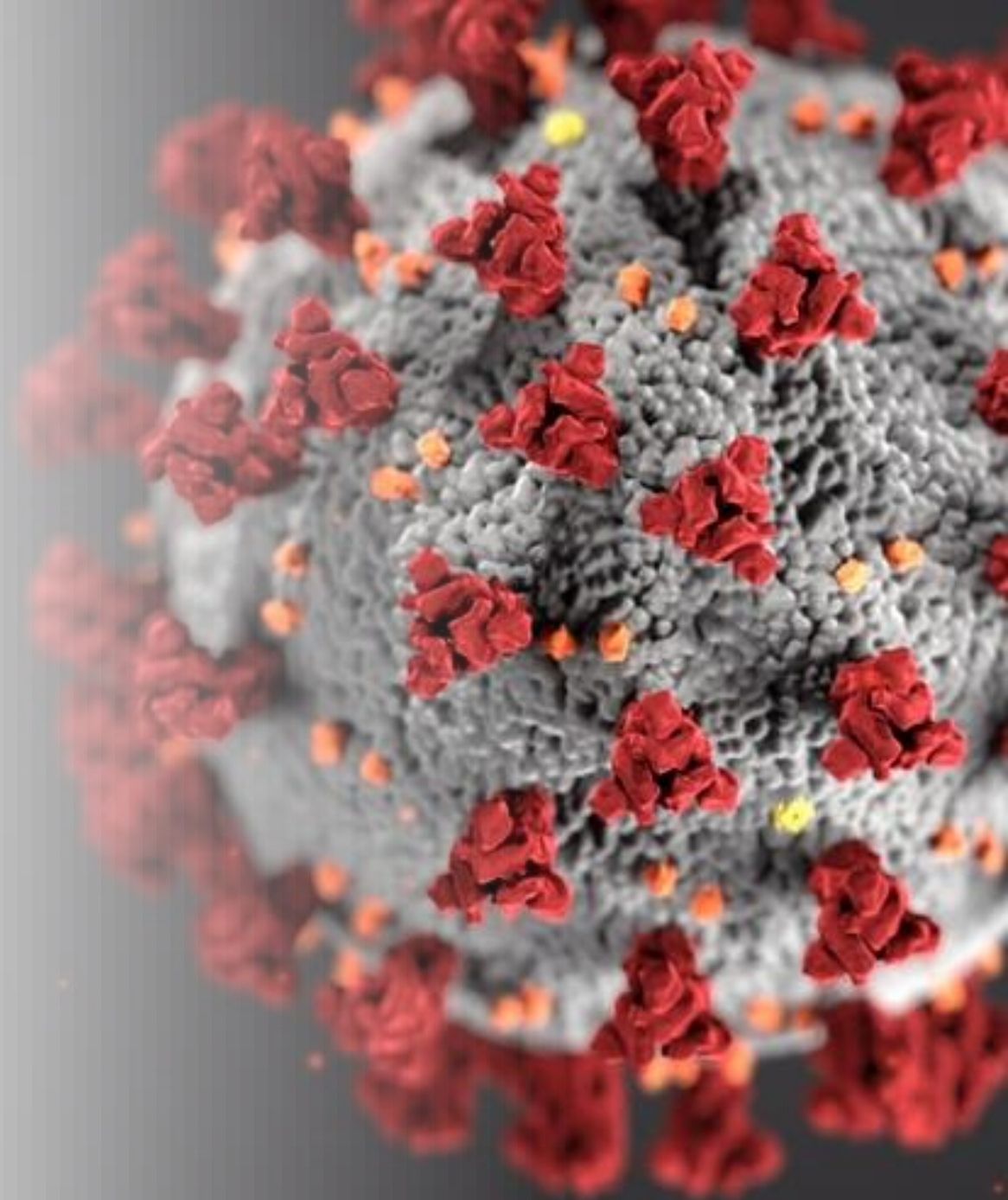




SNF COVID-19 NHSN REGISTRATION

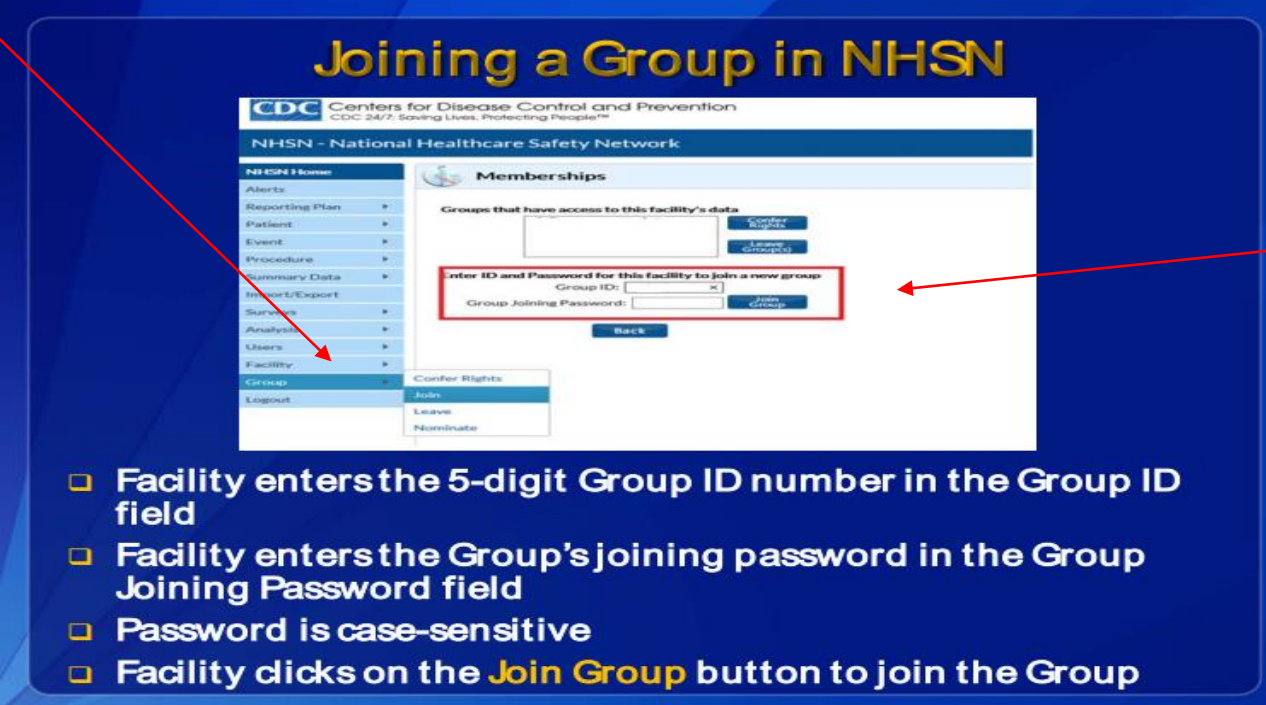
Joining CDPH Group and Conferring Rights

May 2020



After your NHSN enrollment is completed and NHSN account activated:

1. Log in to your NHSN account
2. On the Memberships Screen, select GROUP and then JOIN on the NHSN navigation bar



The screenshot shows the NHSN web interface. The title is "Joining a Group in NHSN". The main content area is titled "Memberships" and contains a form for joining a group. The form has two input fields: "Group ID:" and "Group Joining Password:". A red box highlights these two fields. Below the form is a "Join Group" button. A red arrow points from the "Join Group" button in the list on the right to the "Join Group" button in the screenshot. A blue arrow points from the "Group ID:" field in the screenshot to the text "3. Enter the CDPH Group ID:" on the right. Another blue arrow points from the "Group Joining Password:" field in the screenshot to the text "4. Enter the Group Joining Password" on the right. A third blue arrow points from the "Join Group" button in the screenshot to the text "5. Click the JOIN GROUP button" on the right. The left navigation bar has "Group" selected, and a sub-menu is open with "Join" highlighted. Below the screenshot is a list of instructions:

- ❑ Facility enters the 5-digit Group ID number in the Group ID field
- ❑ Facility enters the Group's joining password in the Group Joining Password field
- ❑ Password is case-sensitive
- ❑ Facility clicks on the **Join Group** button to join the Group

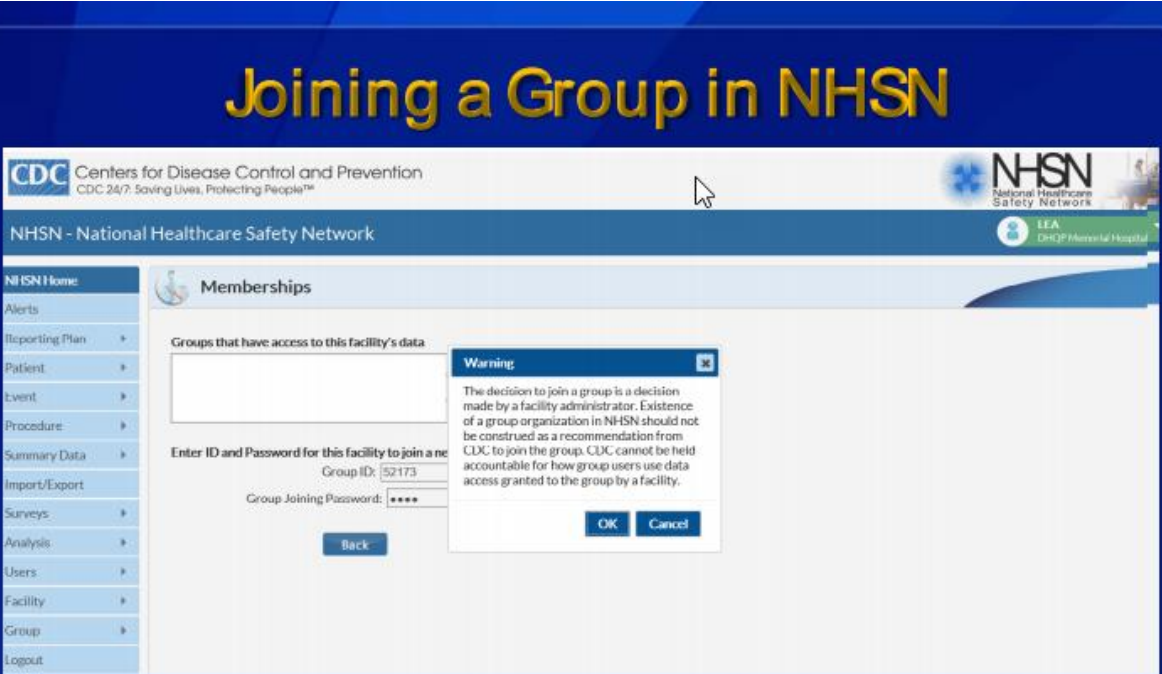
3. Enter the CDPH Group ID:

4. Enter the Group Joining Password

5. Click the JOIN GROUP button

Note: **CDPH Group ID and Group Joining password** will be provided by CDPH Group Administrator at COVID-19SNFSURVEY@cdph.ca.gov

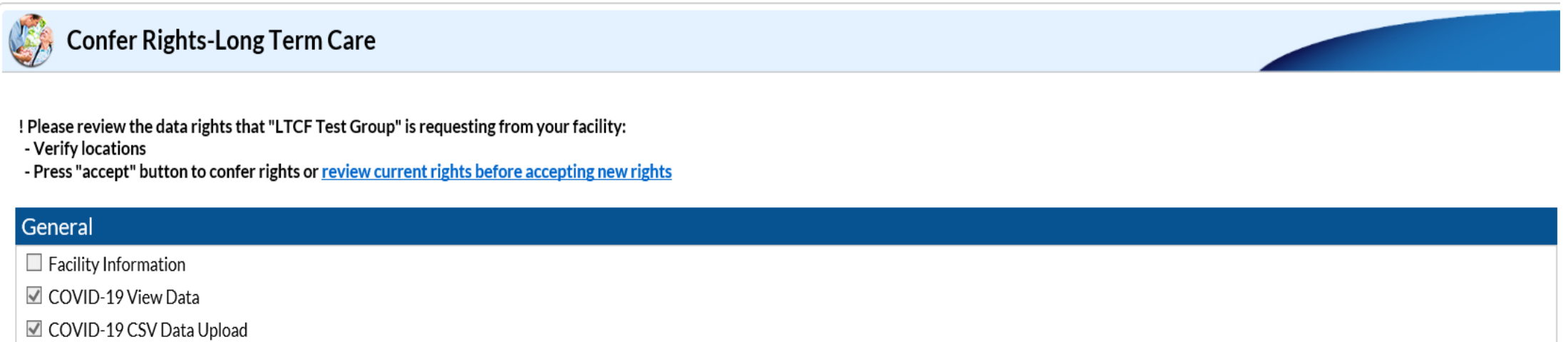
6. Read the message in the pop-up box and click OK




The screenshot shows the NHSN (National Healthcare Safety Network) interface. At the top, there are logos for the CDC (Centers for Disease Control and Prevention) and NHSN. The main header reads "NHSN - National Healthcare Safety Network". On the left, there is a navigation menu with items like Alerts, Reporting Plan, Patient, Event, Procedure, Summary Data, Import/Export, Surveys, Analysis, Users, Facility, Group, and Logout. The main content area is titled "Memberships" and contains a section for "Groups that have access to this facility's data" and a form to "Enter ID and Password for this facility to join a new group". The form includes fields for "Group ID" (with the value 52173) and "Group Joining Password" (with masked characters). A "Warning" pop-up box is overlaid on the form, containing the following text: "Warning: The decision to join a group is a decision made by a facility administrator. Existence of a group organization in NHSN should not be construed as a recommendation from CDC to join the group. CDC cannot be held accountable for how group users use data access granted to the group by a facility." The pop-up box has "OK" and "Cancel" buttons.

- ❑ A warning message will pop up – facility user must read the message
- ❑ Facilities must click the **OK** button before they can proceed

7. Immediately after joining the CDPH Group, the facility user will be taken to a screen listing the data access requested by CDPH.
8. Make sure the boxes for “COVID-19 View Data” and “COVID-19 CSV Data Upload” are checked.
9. Click “ACCEPT” to confer rights.



 Confer Rights-Long Term Care

! Please review the data rights that "LTCF Test Group" is requesting from your facility:
- Verify locations
- Press "accept" button to confer rights or [review current rights before accepting new rights](#)

General

- Facility Information
- COVID-19 View Data
- COVID-19 CSV Data Upload



Joining group and conferring rights is now completed. The CDPH Group will be added to the list of groups on the Memberships Screen.

After Joining a Group and Accepting Rights



The screenshot shows the NHSN web interface. At the top, there are logos for CDC (Centers for Disease Control and Prevention) and NHSN (National Healthcare Safety Network). Below the logos, the text reads "NHSN - National Healthcare Safety Network". On the left side, there is a navigation menu with items like Alerts, Reporting Plan, Patient, Event, Procedure, Summary Data, Import/Export, Surveys, Analysis, Users, Facility, Group, and Logout. The main content area is titled "Memberships" and displays a green checkmark icon followed by the message: "Conferred Rights saved successfully for group LB Test Group (44783)". Below this message, there is a section titled "Groups that have access to this facility's data". In this section, a box labeled "CDPH Group" is highlighted, with "Confer Rights" and "Leave Group(s)" buttons next to it. Below this section, there is a form titled "Enter ID and Password for this facility to join a new group" with fields for "Group ID:" and "Group Joining Password:", and a "Join Group" button. A "Back" button is also visible at the bottom of the form area.

- ❑ When the template is accepted, data sharing is complete
- ❑ Group will be added to the list of Groups the facility belongs to on the Memberships Screen